

M CAD

**MINNEAPOLIS
COLLEGE of ART and DESIGN**

STUDENT SAFETY MANUAL

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**This manual refers primarily to physical safety on campus and in campus activities. For information on additional wellness resources, please refer to the following:
<https://intranet.mcad.edu/department/student-counseling-and-wellness>

MCAD HEALTH AND SAFETY POLICY

Minneapolis College of Art and Design regards health and safety to be of prime importance. Many of the paints, sealants, dyes, and substances to which students are exposed are toxic if not handled properly. Some of the processes used in creating and composing artworks can be dangerous and pose risk of injury to you and those nearby if appropriate controls and precautions are not used. It is impossible to work or study in this creative environment without coming into contact with hazardous equipment, procedures and materials. Through this policy, MCAD has developed protocols so that risks can be reduced and students can be informed of the hazards and toxic substances that exist at MCAD.

It is the policy of the College to:

1. Provide safe and healthy working conditions for students, to carry out risk assessment and comply with relevant statutory requirements,
2. Conduct its activities with as little risk as possible to the general public,
3. Provide appropriate supervision, training and personal protection, so far as it is reasonably practicable in each case.

Departments are responsible for circulating Health and Safety information to employees, students, academic faculty and visitors within their areas of responsibility, as appropriate.

All students and visitors are required to cooperate in achieving the aims and objectives of the Health and Safety Policy and to recognize their own responsibility for safety.

All departments and personnel at the college work to:

- Prevent injuries,
- Improve existing working and teaching methods,
- Support legal requirements affecting health and safety,
- Provide and use protective equipment,
- Warn of potential hazards,
- Become aware of changes in legislation,
- Provide for required training and promotion of injury prevention and damage control.

Students must not intentionally or recklessly interfere with or misuse any supplies or materials provided in the interest of safety, health or welfare of the College.

MCAD SAFETY PROGRAM

Administration

The Environmental Health and Safety consultant is the main administrator of the Safety Program acting under the auspices of the Associate Vice President of Operations, who has the overall responsibility for safety on the MCAD campus. You, as a student, have the responsibility to not create safety hazards, be alert to health and safety hazards and inform faculty and staff of any hazards so they can be eliminated.

SAFETY COMMITTEE

Purpose

The purpose of the Safety Committee is to act as a conduit between the faculty, staff, students, and the administration. Information on health and safety hazards, accidents, recommendations, etc. is channeled to the Safety Committee. Similarly, health and safety policies are transferred to the faculty, staff, and students via the Safety Committee.

Activities

In addition, the Health and Safety Committee participates in many of the activities of the safety program such as inspections, accident investigation, education, developing recommendations, record keeping, approving use of new materials, policy and procedure development, etc.

Structure

The Safety Committee is made up of faculty, staff and if possible student representative(s). We have assembled a diverse group of staff and faculty from various departments to ensure a comprehensive representation of perspectives from across the campus. Students are welcome to meetings any time.

Meetings

Safety Committee meetings are held at least once a month during regular working hours, between September and May. You are welcome to join and attend the meetings. Contact the Campus Safety Coordinator if you are interested at 612-874-3759.

PERSONAL SAFETY ON CAMPUS

Emergency Notification

MCAD will notify students if an emergency exists on campus by one of several methods, including: Text message to students, personal cell phones, MCAD website notification, 'all campus' e-mail, phone intercom, handheld public address speakers. To sign up for the text message Emergency Notification System, go to:

<https://mcad.omnilert.net>

Walking

1. Plan and use the safest and most direct route.
2. Stay out of dark areas and choose well-lit sidewalks and streets at night.
3. Stay alert to your surroundings. Limit cell phone use. Look confident and purposeful.
4. Check bus schedules to avoid waiting outside for long periods of time.
5. Use a shoulder strap purse or bag and carry it next to you, not dangling.
6. Become familiar with the complex and the hours of each building.
7. If you feel uneasy or threatened, go directly to where there are people and call MCAD Campus Safety at extension **X 1555** on campus or **612-874-3555**. There are also five blue-light emergency phones around the campus that will dial Campus Safety directly.
8. Walk with friends if possible, particularly at night. Campus Safety is also available for Courtesy Escorts and Rides on and near campus.
9. Do not cater to panhandlers who frequent the area. Do not give them money. Walk away from them and call Campus Safety at **X 1555** on campus or **612-874-3555**.
10. If you become the victim of sexual assault, or any other crime, report it immediately to the Police at **911**. Then call Campus Safety Emergency number at **X 1555** on campus or **612-874-3555**. They can assist with the situation and if needed direct emergency vehicles to the scene.

Driving

1. Drive with doors locked and windows rolled up as much as possible.
2. Keep your wallet, purse and valuables out of view while driving.
3. When parking, park in well lit areas. Look around before you get out of the car.
4. Always lock the doors; no matter how soon you plan to return.
5. If you are being followed while driving, call **911** from your cell phone, go to the closest police or fire station and honk your horn, or go to an open business or gas station where you can safely call the police. Do not drive home or pull over to the side of the street.

Face-to-Face Confrontation

When faced with danger, trust yourself. Your single most effective weapon is your own judgment. Rely on it to determine your best response at the time, whether it is to:

- Run
- Not resist
- Negotiate
- Verbally assert
- Stall
- Distract or divert the assailant
- Scream to attract attention
- Physically resist or fight off the attacker

Always evaluate your resources and options. Continue to assess the situation as it is occurring. If the first strategy chosen is not working, try another.

DO WHATEVER YOU FEEL WILL RESULT IN THE LEAST HARM TO YOU.

Escort Services

MCAD Campus Safety telephone numbers are:

Non-emergencies and request for service: **X 1801.**

Off Campus number: **612-874-3801.**

Emergency number: **X 1555** on campus or **612-874-3555.**

Individuals who would like to use the escort service to their car from a classroom building may request service by calling Campus Safety.

STUDENT HOUSING

Locks

You are responsible for your own and your neighbor's comfort and security. ***Building doors must be kept closed and locked.*** If you develop the habit of locking your apartment door at all times (and using the deadbolt) and locking your windows at least when you are not at home, it will enhance your own security and make burglary less likely for everyone.

Report any problems with door or window locks to the Housing Office immediately. Please, check with your RA to make sure you are using your window locks properly.

Admission

Do not admit people you do not know to the building.

Theft

The College is not responsible for damage to or theft of personal items. Many insurance companies offer renters/property insurance at reasonable rates. Your parents may be able to obtain a rider on their homeowner's policy that will cover your belongings. We strongly recommend that you have insurance coverage for your property

Smoke Detectors

Do not disconnect any of the smoke detectors! Keeping the apartment ventilated when you are cooking will help keep the detector from going off. If you have recurring problems with your smoke detector, please notify the Housing Office so we can have it recharged.

Fines

The following activities are subject to a **minimum of \$25 fine**, and possibly other disciplinary action.

- Propping open an outside security door and leaving it unattended,
- Discharging a fire extinguisher unnecessarily,
- Setting off a fire alarm unnecessarily,
- Going up on the roof of any building,
- Disconnecting a smoke detector.

Please refer to the student housing policy for additional information.

EMERGENCIES

Anytime there is an emergency of any kind, call **911** immediately, and then **MCAD Campus Safety at x1555** (for on-campus phones—dial 612-874-3555 from cellular devices). Campus Safety can provide immediate help and will direct emergency vehicles to the right place. If you're not sure whether a situation is an emergency, contact a RA or Campus Safety immediately.

Fire

If you see a fire:

1. Pull the fire alarm in the hallway,
2. Leave the building,
3. Call 911 from the nearest available phone,
4. Call x1555 (on-campus phones) or 612-874-3555 to inform MCAD Campus Safety.

If you hear a fire alarm:

1. Exit through the nearest outside door.
2. If the nearest stairway is smoky or the fire door is hot, use the other stairway.
3. Go to the quad and follow directives of authorized personnel.

Tornado

In the event of a tornado:

1. When you hear the emergency warning siren, please go to the designated emergency shelter areas illustrated on the maps posted throughout the campus and dorms.
2. Stay away from glass doors and windows.
3. If you are locked outside, go to the bottom level of the Mia parking ramp. If you are unable to get to any type of shelter, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far away from trees and cars as you can; they may be blown onto you in a tornado.
4. Monitor the weather conditions via local media outlets. The National Weather Service (NWS) does not issue 'all clear' for weather events. You can move around again once the severe weather warning has moved out of the area.

FIRST AID PROCEDURES

Emergencies

Minor first aid may be self-administered. In the case of an emergency, serious injury, or illness, call 911. Then call MCAD Campus Safety at x1555 (on campus) or 612-874-3555 for assistance. The Campus Safety Officers are trained in first-aid.

After-Hours Emergencies

After hours or for major medical emergencies, go directly to the emergency room at Abbott Northwestern Hospital. The hospital is located at 800 East 28th Street. The phone number is: 612-863-4233.

Directions: From MCAD to Abbott Northwestern Hospital – Take 3rd Avenue south to 26th street; turn right (west) to Stevens Avenue. At Stevens, turn left and proceed to 28th street. Turn left (east) and continue to 10th Avenue. Turn left on 10th and go one block and turn left to the emergency room.

After-Hours Work

The basic rule of first aid assumes that staff, faculty and students are NOT working alone after hours. There should always be someone around to get help in case of an emergency. **You are strongly encouraged to use the “buddy system” when working after hours.**

The Campus Safety Officers do routine checks but if you will be working alone on a project after hours inform them that you will be working alone so they can make periodic checks in your working area.

First Aid Box Locations

The first aid boxes are located in:

- Campus Safety Desk
- MFA Student Lounge

You may find that some departments such as the 3DShop, Print Shop and Exhibition and Studio Services have first aid supplies. While the department has some supplies, staff may not have training. We ask that you report to Campus Safety where trained first aid responders can help assist you.

Medications

MCAD does not dispense aspirin and ibuprofen or other drugs. Aspirin and ibuprofen are available for purchase in the Art Cellar.

STUDENT INJURIES

Obtaining Medical Treatment

If you are injured or become ill and require emergency medical care, call **911** and then contact MCAD Campus Safety at **X 1555** on campus or **612-874-3555**. (If ambulance service is not required, transportation to the emergency room is available through the taxi service sponsored by Student Government (contact Campus Safety for more information).

All students are required to have some form of health insurance. These are hospitals closest to campus.

Abbott Northwestern Hospital Emergency Room
800 East 28th Street, at Chicago Avenue
612-863-4233

If you are injured during work-study hours, the supervisor should be informed immediately.

Accident Report

Any accident that causes injury, damage to or loss of property must be reported to the MCAD Campus Safety Department.

STUDIO DO'S & DON'TS

DO'S - IN STUDIO	DON'TS - IN STUDIO
<ul style="list-style-type: none">● Uphold Studio Core Values: Community, Confidence, and Creativity● Communicate with Exhibition and Studio Services (ESS) about all studio needs, questions, and concerns● Use power tools in allocated work areas● Be respectful and communicate with neighbors● Keep studio label visible● Unplug ANYTHING not in use● Properly dispose of chemicals and solvent rags● Wear headphones when playing music or TV● Uphold buddy system and report unsafe, unnerving, and dangerous behavior● Only use LED light bulbs	<ul style="list-style-type: none">● NO FLAMES● NO DUST● NO PUBLIC INDECENCY● NO FUMES● NO WEAPONS● NO KITCHEN APPLIANCES● NO FOUND FURNITURE/MATTRESSES● NO FOOD or DRINK● Using tools IN STUDIO SPACE listed on the "DO NOT USE IN STUDIO" list● Giving studio away or losing locker keys● Smoking, Drugs, or Alcohol● Exceeding studio space● Blocking pathways, fire exits, doorways● Leaving cords plugged in!

SAFE WORKING PROCEDURES

Explanation of Section

There are some processes, techniques and visual qualities that can't be achieved without employing chemicals and practices that contain certain hazards. This section discusses general precautions that need to be taken when using hazardous art materials and processes. Protecting our health and prolonging our creative lives are the ultimate goal.

Studio Upkeep

Routine cleaning after work and keeping work areas clear of toxic materials is essential to prevent needless exposure. The following are basic precautions for optimum safety in the studio:

- Maintain all equipment and tools in good working order.
- Clean up spills immediately. If you spill flammable or toxic liquids in the studios or shop, use chemical spill kits provided at each part washer unit. Any chemical that is considered hazardous waste must be disposed of properly as hazardous waste, regardless of the amount. The contents should be contained in an absorbent pad and placed in a leakproof container. Contact Campus Safety for any assistance and be sure to use personal protective equipment for any cleanup.

- Self-closing flammable waste cans are available and must be used for solvent saturated rags in the painting studios, printmaking shop, and the graduate studios.

Handling of Materials

- Keep all containers closed, even when working, to prevent escape of vapors, dust, etc. into the air.
- Make sure you label any containers you transfer a chemical into from its original container so it can be identified. Please label with the full name of the material and the hazards associated. Secondary container labels are provided by Exhibition and Studio Services (ESS).
- Do not eat, drink, smoke, chew gum, or apply makeup in the studio because of the danger of contamination. This can result in ingestion of toxic materials.
- Wear separate clothing in the studio and remove it after you have completed your project or work. This prevents you from transporting the toxic materials or substance into other work areas, or your home.
- In the event of a spill or accidental contact with irritating or corrosive chemicals, wash the affected area with large amounts of water. In case of eye contact, rinse your eyes for at least 15 minutes. Call Campus Safety **X1555** (on campus) or **612-874-3555**.
- After work, wash your hands thoroughly with soap and water. This is important particularly before eating, smoking, and during work breaks. Never use solvents to clean your hands. If soap and water do not appear to be sufficient then use baby oil, vegetable oil, or waterless, non-abrasive, non-alkaline hand cleaner.

Special Precautions for Liquids

- Wear gloves and protective barrier creams to protect your hands against dermatitis from solvents, acids, and alkalis.
- Wipe up small spills immediately with paper towels and place them in an approved, covered waste can to prevent evaporation of volatile vapors into the air.
- If the liquid is stored in a large container (e.g., five-gallon drum), use a hand pump to dispense the liquid. Do not pour by tipping the drum because of the danger of spilling.
- Wear a full-face shield and goggles when pouring liquids that can splash into your face and eyes.

Special Precautions for Powders

- Powders that have the possibility of creating dust should be transferred with spoons, scoops or similar implements. Do not dump powders since this creates a lot of air borne dust.
- To prevent inhalation of airborne dust, handle powder in wet forms whenever possible. Make up large batches rather than several small batches to keep exposure to a minimum.
- Wear an approved dust mask when transferring and handling toxic dusts you are working with in a glove box or with local ventilation.

GUIDELINES FOR PURCHASING MATERIALS

Art Materials

Knowledge of the art materials being used, their hazards and the proper way to use them, is essential to having a safe working and learning environment. *The Artist's Complete Health and Safety Guide* book is available at the MCAD Library for you to check out. A digital copy of the book is available at <https://intranet.mcad.edu/library>, searching the title in the EBook collection. If you would like a copy for yourself, Campus Safety does have a limited number of books available at the Welcome Desk.

Labels

Occupational Safety and Health Administration (OSHA), as part of its Hazard Communication Standards, requires that employers have proper labeling on containers and have Safety Data Sheets (SDS's) for all hazardous substances purchased. These labels should be read and understood before handling any hazardous or risky substance.

Students

Prior to bringing outside materials into the college, students must first have approval from their instructor and the Exhibition and Studio Services Manager. They are only allowed to bring in materials that the college can safely accommodate.

HAZARD COMMUNICATION

What is a hazard communication?

It is critical to ensure that the hazards of all chemicals produced or imported are evaluated and that information concerning their hazards is transmitted to staff and faculty members.

Types of Hazards

Hazards are defined as an exposure that possesses a physical or health hazard. Chemical manufacturers and importers are required to evaluate chemicals produced by them to determine if they are hazardous.

“*Physical hazard*” is one for which there is scientifically valid evidence that the chemical is a combustible liquid, a compressed gas, an explosive, a flammable substance, an organic peroxide, an oxidizer or an unstable (reactive) water-reactive substance. It may also be harmful wielding light or noise.

“*Health hazard*” is one that includes: cancer causing toxins, reproductive toxins, irritants, corrosives, sensitizers, organ target toxins, as well as agents that may damage lungs, skin, eyes, or mucous membranes.

Safety Data Sheets

Each chemical manufacturer must develop a Safety Data Sheet (SDS) for hazardous chemicals they produce or import. SDS's are not required for non-hazardous products, although many manufacturers of art materials provide SDS's for their non-hazardous products with a statement that the product is non-hazardous. The SDS's for chemicals and art materials supplied by the college are kept on an electronic database and are accessible on the MCAD intranet site by department.



<https://www.damarco.com/default.asp?cmd=login&Username=mcad&Password=AB748E2A8738276DB7D0D930510396DF5E9A69E90EC1418ED0F8F5EA181B12C>

WASTE MANAGEMENT AND DISPOSAL PROCEDURES

Waste Disposal

Artists produce waste materials that need disposal. Some raw materials, however, are classified as hazardous waste and require special disposal procedures. Legally, everyone has to properly dispose of hazardous waste. This includes companies, schools, colleges, and even individual artists.

Types of Waste

The following is a description of the types of waste that needs to be properly disposed of.

1. Waste Solvents or spent odorless mineral spirits are produced from parts washers that are located in the painting studios, printmaking shop, and graduate studios. These are maintained and served by an outside company.
2. Bronze Waste Dust from grinding cast bronze sculptures. It is collected and then picked up for disposal because it may contain a small percentage of lead.
3. Waste Acrylic or Latex Paints are best disposed of by painting out the waste paint onto cardboard or other disposable surfaces, letting it dry, and discarding in the regular trash. Small amounts left in the container can be left out to dry and then disposed of in the regular trash. Do not run liquid down a drain to discard or throw liquid paint in trash. If you wish to dispose of large amounts of paint please place with lid in disposal bins throughout campus
4. Leftover Hazardous Materials such as oil based paints, solvents, acids, cleaners, resins, adhesives, and other chemicals can be placed in the hazardous material collection boxes. They are located in these areas: Rooms 122, 142, 350, 300, and 405C and the basement of the MFA building.

PERSONAL PROTECTIVE EQUIPMENT

Protective Equipment

Personal protective equipment (PPE) includes respirators, gloves, face shields/protective eyewear, goggles, ear plugs, and other hearing protection, hard hats, and protective clothing.

Use of PPE

Be sure to check with your instructor or the Environmental Health and Safety consultant to make sure that you have chosen the appropriate type of personal protective equipment for the type of work you will be doing.

Gloves

Gloves are often the most important way of preventing skin problems. Gloves are available that can protect you against most skin hazards. They are to be worn when handling hazardous materials and or extreme heat or cold. The correct type of glove material should be selected based on the safety data sheet (SDS). Disposable latex or vinyl gloves offer protection from most powders, aqueous-based products and biohazards but **there is no one type of glove that will protect against all chemicals**. Therefore, you have to choose a type of glove for the particular chemical with which you will be working. Departments using some type of protective gloves are the 3- D shop, Media Center and Printmaking. Consult with your instructor or the Environmental Health and Safety consultant as to the proper selection of gloves.

Eye and Face Protection

There are three basic categories of hazards against which the eyes and face must be protected:

- Flying particles.
- Splashes or dusts of acids, alkalis, solvents or other irritants.
- Radiation (Welding Arc).

The type of eye or face protection required depends on the hazard. Safety glasses effectively protect the eye from solid materials (dust and flying objects). Goggles and full face-shields should be worn in situations where chemicals are handled or liquid splashes to the face are possible.

Various types of eye or face protection are used throughout the college depending on the department and the work project. Again, please check with your instructor as to the proper selection (i.e. face shield, goggles, glasses, etc.) The departments requiring this protection are 3-D shop, Media Center and Printmaking.

Contact Lenses

Contact lenses do not provide eye protection. The capillary space between the contact lenses and the cornea may trap material present on the surface of the eye. Chemicals trapped in this space cannot readily be washed off the surface. If the material causes pain in the eye, or the contact lens is displaced, muscle spasms will make it very difficult to remove the lens. **Persons exposed to chemicals should not wear contact lenses unless they have on protective goggles and a full-face shield.**

Hearing Protection

Areas that require hearing protection are the Wood and Metal Shops, power blaster area in the Print Shop and the sound room for Media. **Please note that personal music headphones, etc. do not provide protection and must not be worn over ear protectors that are inserted into the ear.**

MCAD STUDENT RESPIRATOR POLICY

MCAD is committed to providing as healthy and safe an environment as possible for our students. Students are strongly encouraged to use a respirator during certain art applications.

Before you use a respirator please follow these steps:

1. Ask your instructor what type of respirator and cartridge (filter) should be used for each art application you will be using. You can also contact the Environmental Health and Safety Consultant for guidance at EHS@mcad.edu.
2. We encourage students to get a respiratory medical exam (at your expense) prior to using the respirator to ensure that you can use one safely. The exam consists of filling out a health history questionnaire, a nurse evaluation, and a spirometry (pulmonary function test).
Call the Minnesota Occupational Health Clinic at 651-968-5300 to schedule the exam and exam pricing. The clinic is located at **1661 St Anthony, St Paul MN 55104**. Inform them you are a student at the Minneapolis College of Art & Design and would like to make an appointment for a **Student Respiratory Exam**. If the exam indicates a condition that warrants further medical attention, you will be referred for a physician exam.
3. Prior to using the respirator, you will need to be fit tested; there is no charge for this service. Please contact MCAD's Environmental Health and Safety Consultant at EHS@mcad.edu for an appointment. The Safety Consultant works on a part time basis and is on site Thursdays. Appointments must be scheduled at least one week in advance.
During your appointment, you will be fit tested to your respirator. You will also be given instructions on the maintenance, care, and cleaning of the respirator.
4. Respirators are available to be borrowed from the 3D Shop

PROPER LIFTING

Improper lifting of heavy equipment or materials is a common cause of back injuries.

Precautions

Whenever possible use mechanical devices such as a two-wheel or four-wheel cart to move heavy objects. Never lift weights that are too heavy. The lifting method most generally recommended is to flex your knees, keep your back straight and, with the weight close to your body, lift so that you don't twist your spine. Hold your stomach in as this will give you back support.

EMERGENCY EYEWASH AND SHOWER STATIONS

Eyewash Stations

Emergency eyewash stations are available throughout campus in Main, Morrison, and MFA. Please familiarize yourself with their location(s) and how each station operates prior to beginning work on your project(s). When a foreign material lodges in the eye, rinse with large amounts of water for 15 minutes and call Campus Safety. Be prepared to help someone else wash their eyes quickly in the event of an accident since they may not be able to find or operate the station.

Safety Showers

There are emergency safety showers located in the Printmaking Shop, as well as a handheld shower station outside of the 3D Shop (across from the Mailroom) . If splashed with a corrosive or irritating chemical, stand under the shower and start the water flowing. Then remove contaminated clothing. Rinse for at least 15 minutes. Call and contact Campus Safety for assistance.

STUDENT SAFETY GUIDELINES

Rules and Guidelines

Students need to comply with the following rules and guidelines or risk disciplinary action, which could include losing access to their individual studio space or other facilities.

1. When working after normal business hours, students are encouraged to use the “buddy system” while on campus. Never work alone when using hazardous materials, tools or processes. If they are working alone, then they should inform Campus Safety where they will be in the building.
2. No eating or drinking is allowed when working with hazardous materials or processes. Don’t put brushes or other instruments in your mouth while working with materials. Many art materials contain toxic pigments that could be accidentally ingested.
3. Containers that have solvents or other mediums must be covered and properly labeled after use. If brushes need to be soaked, cover the container and the brushes with aluminum foil.
4. Do not clean hands or other parts of your skin with solvents. Don’t rinse hands under the parts washer. Solvent is readily absorbed through the skin and can cause damage to skin and to the central nervous system over time. Use baby oil or waterless hand cleaner to remove oil paint or ink, then wash with soap and water.
5. The workspace must remain “open”. Students may not construct walls, roofs, and barriers or hang curtains for partition off areas. Fire regulations do not allow this. Aisles must also be kept free of obstructions.
6. Spraying of paint, fixative or adhesives are not allowed in individual studios, hallways, or classrooms. Use the spray booths located in the 3D Shop, Print-making Shop, and the design studios addition. You may do spraying outside in an open area.
7. Do not pour solvents down the drain. Mineral spirits (no paint sludge) can be poured into the parts washer. Other solvents must be collected and disposed of properly.
8. Solvent soaked rags or paper towels must be disposed promptly in the yellow or red safety self-closing cans. Make sure lids are kept closed on safety cans to eliminate vapors from contaminating the air.
9. Disposal of small sharp items, such as blades, pen tips, needles, pins, etc. can be hazardous to the custodial staff if thrown in the trash unprotected. Please deposit these small sharps into sharps disposal containers that are located in most of the studios. Sharps or needles that are contaminated with blood should be properly disposed of as bio-hazardous waste in the bathrooms.
10. Larger sharp objects, such as broken glass, metal scraps, etc. should not be thrown in the trash unprotected—they can be disposed of in 118. Smaller sharps containers are located throughout campus. If sharps are contaminated with blood please dispose of sharps in biohazardous bins in restrooms.

STUDENT EXHIBITION SPACE

All exhibitions or installations across MCAD's campus must be approved by Exhibition and Studio Services, prior to installation. When reserving Exhibition space approval is given when the artist and an ESS Staff member both sign an Exhibition Agreement.

By signing the Exhibition Agreement, the artist is adhering to the rules, regulations, and expectations established by MCAD's Exhibition Contract and Etiquette Guidelines.

DO'S - of EXHIBITION	DON'TS - of EXHIBITION
<ul style="list-style-type: none">● Reserve space ahead of time!● Receive pre-approval on all aspects of artwork with ESS team● Use high-quality indoor flat latex paint● Return pedestals and shelves after use● Return standard sized glass to cutting room● Recycle broken or cracked glass● Return shared tools and materials to 225 cabinet● Leave 4 feet of walking space around any floor piece/elements● Clean up: vacuum, sweep, mop as needed● COMPLETELY prime wall after any approved painting WITHIN reservation time	<ul style="list-style-type: none">● NO UNAPPROVED INSTALLATIONS● NO UNAPPROVED ADHESIVES● NO UNAPPROVED WALL PAINT● NO SPRAY PAINT OF ANY KIND● NO MARK MAKING DIRECTLY ON WALLS● No cutting the provided standard sized glass● No blocking walkway or exits● No hanging from the ceiling, pipes, or light fixtures● No organic matter on walls or floors● No dust, footprints, or smudges across indoor floors or walls● No loose debris without pre approval

MEDIA CENTER M/Lab, SAFETY GUIDELINES

DARKROOMS (RM301), GRAY STUDIO (RM335), BLACK STUDIO (RM345), SOUND STUDIO (RM 329)

NO EATING OR DRINKING: The “no eating or drinking” policy in the Media Center studios and darkrooms is strictly enforced. Food and drink can quickly become contaminated with toxic chemicals and vapors, and they may damage equipment.

YOU MUST BE TRAINED: You must be trained on all Media and Darkroom Equipment. Media Center Equipment must only be used once you receive proper instruction from faculty or staff. Safety guidelines for each equipment and process will be covered in class. If you need to know or need clarification, ASK the Media Center BEFORE ATTEMPTING TO USE.

DARKROOMS (RM 301)

Wear Appropriate Protection:

PPE: (Goggles, aprons, and gloves are provided in darkroom)

1. Splash goggles should to be worn when working with photo chemicals in the darkrooms and processing areas.

2. Aprons should be worn to protect skin and clothing from chemical splashes in darkrooms.

3. Chemical gloves must be worn when working with photo chemicals.

See the Safety Data Sheet (SDS) for manufacturer recommendations.

White Light Awareness:

Be careful when using darkroom space. White light may damage film or prints.

Eyewash Station:

An Emergency eyewash station is available in the Darkroom area. Please familiarize yourself with its location. When chemistry is splashed in the eye, rinse with large amounts of water for 15 minutes and call Campus Safety. Be prepared to help someone else wash their eyes quickly in an accident since they may not be able to find or operate the station.

GRAY AND BLACK STUDIOS (RM335-RM345)

1. **DO NOT STAND ON SWEEPS:** walking, skateboarding, etc., on the curved sections of the sweeps. The ABS plastic can and will break if you abuse it. Please stay off.
2. **NO EATING OR DRINKING:** No eating or drinking is strictly enforced in all media production areas.
3. **SANDBAGS:** Sandbags must be used whenever necessary to anchor light stands and tripods during video and photo production.
4. **SET WALLS MUST BE SECURED:** Set walls must be attached with either C-clamps, wood screws, or both and anchored in place with sandbags.
5. **PUT LIGHTS AWAY:** Wrap light cables, close barn doors, and lower light stands to their lowest level. Please report any damaged or burnt-out bulbs to the Media Center.
6. **PUT GEAR AWAY:** Place support equipment back in the cages when finished and lock these cages. Turn off studio lights when finished.
7. **CLEAN-UP:** People using these areas are also responsible for theft, damage, misuse, or lack of cleanliness.
8. **TRIGGER WARNINGS:** Trigger warnings must be given or posted for any video work shown in class or exhibition, including flashing light footage.

SOUND STUDIO (RM 329)

Students must be trained to properly use Sound Studio and gear.

PRINTMAKING SHOP STUDENT SAFETY GUIDELINES

No eating or drinking in the printmaking or paper making shops/studios. Food and drink can become contaminated with toxic dusts and vapors or contact with dirty hands and surfaces. This is mandated by both federal and state OSHA standards. Put drinks in lockers that are located in the hallway. If you break this rule, Print Shop staff will move your drink.

Wear appropriate attire Consult the Print Shop SDS's for detailed information regarding health effects, hazards, and personal protection

- **Feet** Closed-toed shoes must be worn in the print and paper making shops. Sandals or flip-flops are not allowed. Footwear worn in these areas should be substantial closed toe shoes or boots to protect from possible dropped tools, spilled acids, or solvents. When working with heavy litho stones, students may want to have steel-toed shoes.
- **No loose clothing or hair** Loose clothing and hair could get caught in equipment or fall into ink, acids or solvents. Keep sleeves, drawstrings, and hair contained while working near equipment and chemicals.

- **Aprons** should be worn to protect against inks, solvents and acids.
- **Gloves** need to be worn when working with acid, solvents, or ink. Not every glove material protects against every chemical. See manufacturer recommendations. This is critical to protect your skin over time. If you are in the print shop and found NOT wearing gloves, you will be asked to put on gloves.
- **Goggles** need to be worn when working with acids or spraying with the power blaster.
- **Emulsions and inks** should be cleaned from under fingernails and hands before eating or smoking. Again, it is best to wear protective gloves.
- **Respirators** must be worn when using solvents in the lithography area or if you have a compromised immune system.

Equipment and tools in the print shop must not be used until you are instructed on proper safety procedures.

- **Presses** generate a tremendous amount of pressure when operated. Do not force oversized material through the press. Keep hands, long hair and loose clothing contained and away from rollers when operating the press.
- **Sharp tools and edges** Use etching and wood cutting tools with care. Tape scraper to protect fingers from sharp edges. Edges of the etching plates can be very sharp after being filed. When carving wood or linoleum blocks, keep hands behind the tool path and do not brace the block with your hands. Always use tools moving away from your body and do not cut on the white tables.
- **Etching hot plate** be aware of hotplates in the intaglio studio; turn off when finished as they can reach 500 degrees. Do not use solvents near the hot plate. Be cautious when removing hot etching plates.
- **Power blasting** generates a high-pressure water spray for cleaning out screens. Goggles must be worn when operating the power blaster. This area is also considered a high noise area. Ear protection must be worn when operating the power blaster or when in the noise area. Keep the sliding door closed when the power blaster is on.

Acid safety guidelines

- Several different acids of varying concentrations are used in the print shop. Everything is corrosive and must be used with caution.
- Always wear gloves, goggles, and a protective apron when handling any acids. Avoid skin contact. Locate the eyewash and emergency shower before working with corrosives.
- Always add the acid slowly to water, never the reverse. Do not attempt to mix or spike the plate etching mordant; only staff or faculty may do this.
- Be extra careful with splashes and spills, particularly when putting plates into the acid bath. If splashes occur on clothing or skin, immediately wash with running water.
- If you get an acid splash in the eye, use the eyewash station and rinse for 15 minutes. Seek medical attention.
- Avoid breathing acid vapors. Acute burns to your respiratory system can occur. Mix small amounts in the spray booth.
- Acid etching can cause the edges of plates to become extremely sharp and jagged. File edges to smooth out rough spots after etching.
- Small quantities of acid solutions (less than one ounce) can be rinsed down the drain with large amounts of water. Larger quantities of acid solutions must be neutralized before putting in the drain. Do not discard any large amounts of acids. Cover acid tray when not in use.

Report all accidents (major and minor) and any defective equipment to a staff member.

If you are working when you are extremely tired, STOP ... this can be a cause of an accident.

Cleanliness

1. Clean up after yourself. Put inks away, your own materials, screens, plates, etc. Clean all surfaces you have been using, including ink knives, brayers, spatulas, plus remove tape, put rags in containers, throw away trash, etc.
2. Wash your hands each time before you print! This helps to keep your prints, the blankets, and the Print shop clean.
3. Use a razor scraper, Ink-Eater, and "Restore the Earth" along with rags to remove oil-based ink from glass slabs.
4. When cleaning up water-based inks, take your brayer and ink knives and wash them right at the white sink. The Print shop is in the process of transitioning to becoming a "Greener" Print shop so we want to encourage the use of more environmentally friendly inks that are easier to clean up.
5. Please--NO shop rags in Screen-printing. They are for oil based printing processes only.

SHARING THE PRINTSHOP WITH OTHERS

1. **Only registered MCAD students who are enrolled in a Printmaking class or who have filled out a Personal Proposal with a Paid MCAD Fee Statement may be in the Print shop. Guests are not allowed to come hang out and cannot assist with prep work, printing, or racking prints due to liability issues.**
2. Remove prints from drying racks ASAP. We cannot guarantee the safety of your prints if you leave them for longer than a few hours.
3. Make room for others. **LABEL ALL YOUR TOOLS, SCREENS, EMULSION, ETC.** so if you lose them, you can find them in the Lost and Found.
4. **No glass in the screen-print area or commercial production printing. This means do not print any posters that you are going to sell at concerts or other venues. The Print shop is for MCAD class work only. You need to supply your own ink for outside projects.**
5. Please-do not prop the door open after hours! LAPTOPS AND THINGS GET STOLEN EASILY. The locked door after 6pm and on weekends with card access is to keep students safe in the Print shop.
6. Always use enough newsprint when printing in order to protect the blankets, as they are expensive. If you get ink on the blankets you will be fined \$25.
7. You may only work when there is NOT a class in session. Or, you can ask the instructor 15 minutes prior to class if you may work during their class.
8. Any lost or forgotten items left in the Print shop, i.e., cell phones, iPods, computers, cords, chargers, purses, wallets, will be turned in to Campus Safety. The MCAD Print shop is not liable for any valuables you leave out. We suggest that you lock up your personal belongings, even for a few minutes.

If you choose to not follow the rules, this progressive disciplinary procedure will occur:

1. **Verbal Warning**
2. **Written Warning**
3. **One-week suspension from Print shop**
4. **Print shop Privileges Revoked**

For any questions, please contact Diana Eicher, MCAD Printmaking Studio Coordinator, **612-874-3643** or email diana-eicher@mcad.edu.

PAPER MAKING STUDIO STUDENT SAFETY GUIDELINES

YOU NEED TO FOLLOW ANY POSTED RULES AND EQUIPMENT DIRECTIONS IN THE PAPER MAKING STUDIO.

1. Some wood and plant materials can cause allergic reactions and skin irritation. Learn to identify possible toxic or allergic woods and plants in your area.

2. Alkaline soda ash and lye are highly corrosive. Avoid skin and eye contact, inhalation or ingestion. Boiling solutions of these alkaline materials can be very dangerous. If possible, do not boil fibers in alkali. Making paper from used paper or cardboard or from rotten or mulched plant materials eliminates the need for boiling in alkali.
3. If possible, do not boil lye or soda ash solution. It is safer to heat it to a lower temperature for a longer period of time.
4. Beaters can be severe safety hazards due to the chance of trapping hands when cleaning pulp out of the blades. In addition, beaters can present noise hazards. If the beater is excessively noisy the operator should wear hearing protection.
5. When boiling or heating solutions, make sure the exhaust hood fan is turned on.
6. The stove is equipped with a timer that automatically will turn off the gas supply if not reset in 15 minutes. This is to ensure that pots are not left unattended. Fires can result from pots of fibers boiling dry. Do not leave pots on the stove unattended.
7. Some pigments can be hazardous. Wear protective gloves. Whenever possible, use premixed pigments or dyes to color the paper. To mix the powder, make a concentrated solution or paste inside a glove box see Rossol, page 103, *The Artist's Complete Health and Safety Guide*.
8. Eyewash is installed in the room. Please use it even if small splashes of substances occur on your face.
9. There is soda ash near the stove. All splashes of soda ash need to be washed immediately from your skin with running water for several minutes.
10. Use safety glasses and heat gloves when using the stove. Make sure the stove is turned off when finished.
11. You need to read and understand the posted directions for the press/beaters/dryers. Please ask for help if you have any questions. If you are too tired to work, please do not endanger yourself by using any equipment.
12. Special care needs to be taken in the studio if you have allergies, chemical sensitivities, or you are pregnant; to avoid certain materials. All SDS's are available online—refer to the Hazard Communication section of this Manual.
13. There is a carbon monoxide detector in the wet room. If the alarm goes off, leave the room and contact Public Safety.
14. Report any defective equipment to a faculty or staff member so it can be repaired as quickly as possible.
15. Report any major accidents that occur after hours to Campus Safety.

Cleanliness

1. Clean up after yourself, wash off the molds, clean off the screen in the drain trap, put away your pulp, plus your own materials, etc. Clean all surfaces you have been using, the beaters, buckets, containers, throw away trash, etc.
2. Wash your hands after you are finished working or before eating or smoking.
3. Store pulp in a bucket with your name and the date on it and use it soon. Pulp in buckets will be removed if it is left for more than TWO weeks or if it gets moldy. You can refrigerate pulp in a plastic bag with your name and the date, or you can put dry balls of pulp with your nametag in the rack in the hallway.

Sharing the Papermaking Studio and the equipment with others

1. Be cooperative with space usage, i.e. make room for others to work, play music quietly, put away your personal items when finished, etc.
2. Use the calendar for signing out the beaters.
3. The high-quality Tim Moore molds must be checked out from the Printmaking Coordinator.
4. Check out the Paper Making Equipment keys from Campus Safety. Failure to return the Paper Making Equipment keys to Campus Safety or taking them off campus and losing them may result in a loss of future MCAD Paper Studio privileges/access.

5. Any lost or forgotten items in the Paper Studio will be turned into Campus Safety. The MCAD Paper Studio is not liable for valuables you leave out. LOCK up your belongings, even for a few minutes- so don't leave your laptop/purse/wallet in the dry room when you are in the Wet Room or it might get stolen.

If you choose to not follow the rules, this progressive disciplinary procedure will occur

1. Verbal Warning.
2. Written Warning.
3. One-week suspension from Paper Studio.
4. Paper Studio Privileges Revoked.

For any questions, please contact Diana Eicher, MCAD Printmaking Studio Coordinator, 612-874- 3643 or email diana_eicher@mcad.edu.

3D SHOP/SCULPTURE STUDENT SAFETY GUIDELINES

General safety rules apply to the wood, welding, grinding, plaster, mold making, foundry, furniture, spray booth, and wax areas that comprise the sculpture facilities at MCAD.

1. **No eating or drinking** in the 3D shop or related studio areas. Food and drink can easily get contaminated with toxic dusts and vapors or contact with dirty hands and surfaces. State and federal OSHA require this compliance.
2. **Wear appropriate attire**
 - o **Feet** No sandals or bare feet. Footwear in the sculpture areas should be substantial closed-toed shoes or boots to protect from possible dropped tools, heavy machinery, etc. When working with heavy equipment or materials students may want to have steel-toed boots.
 - o **Clothing and hair** Loose clothing and hair could get caught in equipment or tools. Keep sleeves, drawstrings, and hair contained while working near equipment and chemicals.
 - o **Long pants** should be worn to protect against welding sparks, grinding, sawing, spraying, and heat. Never wear polyester or synthetic fabrics that melt and adhere to the skin when they burn.
 - o **Gloves** need to be worn when working with solvent-based coatings, cement, resins, adhesives, and welding. Not every glove material protects against every chemical or process. See manufacturer recommendations.
 - o **Eye protection** needs to be worn whenever work involves cutting, grinding, sanding, drilling, welding, foundry, and abrasive blasting or spraying. Get instruction from staff or faculty as to what type of eye protection is appropriate for the work being done.
 - o **Hearing protection** is required in the metal and wood working areas of the shop.
3. **Equipment and tools** in the 3D Shop and related sculpture areas must not be used until you receive proper instruction from faculty or staff. Safety will be discussed for each specific operation, tool and equipment at the class time or before use. If you don't know or are unsure, **ask before attempting use.**

COMPUTER LAB STUDENT SAFETY GUIDELINES

Now that artists can do so much work with a computer, they end up staying in the same position for long periods of time. This can lead to repetitive stress on the body, headaches, eye, and vision problems.

1. **Eyestrain** There are several ways to reduce eye discomfort from computer or video display terminal (VDT) use.
 - o Dimming the room lights can reduce glare. The labs at MCAD have been painted with a darker tone color to reduce the lighting levels.
 - o Desk lamps should be used to spotlight paperwork or notes.
 - o You should be able to change the contrast and brightness of the screen to comfortable settings.

- o When working at the computer for extended periods of time it is important to take regular breaks to rest your eyes. For example, 15 minutes per every two hours of work.
- 2. **Ergonomics** complaints such as neck, shoulder, and upper arm complaints are common in constant VDT users. Repetitive wrist motions can cause strain injuries such as tendonitis or carpal tunnel syndrome. Suggestions for reducing the risk of developing these conditions are:
 - o Keep the wrists straight by using a wrist rest or arm supports.
 - o Practice good posture, keeping the back straight and supported by a good chair. Keep feet flat on the floor or use a footrest.
 - o Take frequent short breaks. Break up long stretches on the keyboard or mouse with alternative work involving different work motions.
 - o Neck should not have to tilt up or down. The top of the monitor should be placed at eye level to allow proper head and neck position.

FOUND OBJECTS, JUNK ART, DEAD ANIMALS, BLOOD, & MISCELLANEOUS

Safety Concern

Using found objects or discarded materials is a popular way for many artists to work. However, awareness and knowledge of an artist's materials is still an important safety concern when working with found objects. An artist must be able to make educated decisions about what is safe to use.

How to use found or recycled materials safely

1. Educate donors about the reasons you need information about the materials before you accept them. Is the wood chemically treated? Does the old paint or ink contain lead?
2. Only use art materials that are properly labeled. Be sure they have the ASTM D-4236 Conformance statement and telephone number. Avoid using old products. Many contain greater levels of hazardous ingredients, such as lead and asbestos, than are allowed by the law today.
3. Use a product as the label directs you to unless you have investigated the hazards and are willing to accept the additional liability for any problems of unconventional use. For example: if you sand, grind, or torch a painted surface that was painted with a lead based paint, you have to consider the risks involved; others in the studio will be exposed to inhalation of lead dust or the decomposition emissions from the burnt surface.
4. Consider children's products very carefully. Never use adult art materials with children. Never use art products that carry label warnings. If your artwork is designed for children's use, you must pay attention to the materials that you use.

Guidelines for Collecting Materials from Nature

1. Learn about state wildlife laws, city animal control laws, and health department guidelines before you plan projects involving specific plants, animals, birds, insects, or parts of any of these species. Permits and/or licenses may be required to exhibit works with these elements.
2. Collect only natural materials that you can identify. This is not only to avoid breaking the law but also to avoid collecting plant or insect materials, which are toxic or cause disease.
3. **Never collect road-killed animals or birds.** Many of these may be protected. They may also carry diseases. For example, road-killed animals may carry and transmit rabies.
4. Do not collect plants on roadsides or in fields unless you know these areas have not been recently sprayed with pesticides or herbicides.
5. Products such as leather, fur, feathers, or bone can be very hazardous. All mammals, including humans, carry E Coli in several forms. Many other organisms including rabies are known to be present in domestic and wild animals.
6. Practice scrupulous personal hygiene. Do not eat, smoke, or drink in the work area when using animal products.

How to avoid disease organisms

1. Avoid moldy or dirty materials.
2. Know the diseases associated with the bird or animal materials with which you work and how to prevent them.
3. Protect your hands from contact and your respiratory system from dust produced by animal and bird products. Make sure you disinfect materials, if possible, with a diluted bleach solution.
4. Work in a clean room and practice scrupulous personal hygiene.
5. Always be prepared to provide your doctor with precise information about the materials you use and your work practices. Report signs of allergies and infections, which may be acquired from animal products.

How to Avoid Highly Toxic Materials

1. Never assume that new building materials are free of lead or asbestos. Do not scavenge at new building sites without permission of the contractors. If you cannot obtain information about materials in which you are interested, do not take them.
2. Building renovations or historic restoration sites usually are hazardous for scavenging except for those who know how to comply with the lead and asbestos regulations.
3. Testing for lead content in paint, glass, fired ceramics, plastic wire coatings, and other scavenged items can be done by reliable laboratories. If you want further information, contact the Environmental Health and Safety consultant at ehs@mcad.edu.
4. Do not use ceramic fiber unless you follow the rules in the manufacturer's safety brochure. Ceramic fiber material may be comparable to asbestos and may cause health problems. In the future, new laws may make it necessary to pay for professional removal.
5. Assume clay, stone, glass, materials dug from the earth, and junk metals, contain highly toxic components. Provide ventilation and other precautions that preclude exposure.

Blood &/or Other Bodily Fluids Use in Art

MCAD has a Blood Borne Pathogen Exposure Control Plan to protect faculty, staff, and students from exposure to these hazards. Student art works **may not** utilize human blood or body fluids because they could contain infectious agents that cause disease. If there is any question about use of a material, the student should contact the Environmental Health and Safety consultant at ehs@mcad.edu or Exhibition Studio Services.

BUILDING ACCESS/PERSONAL SAFETY

Security/Escort Services

The MCAD Campus Safety telephone number is 612-874-3801. If calling from inside MCAD, dial X 1801.

There are several courtesy direct access phones. They are located:

- Cafeteria – 2nd floor
- Print Shop – 4th floor
- Morrison – main entrance
- MFA – main hallway, basement

Individuals who would like escort service to their car from a classroom building may request service by calling Campus Safety.

After-Hours Security Policy and Procedure

Building hours are posted on all entrance doors to the Main and Morrison buildings. A late-night security policy is in effect at MCAD. All perimeter doors are locked at 7PM Monday through Friday; 5PM Saturday and closed

on Sunday. Students, faculty and staff should carry their MCAD ID card or class registration receipt for after hours access.

This policy is intended to prevent individuals that have no connection to MCAD from wandering the buildings late at night. In an emergency situation, it identifies specific employees and students who are working late at the college.

ENVIRONMENTAL HEALTH AND SAFETY CONSULTANT

The Environmental Health and Safety consultant's office is located in the Armor Building, ground level. Please contact at EHS@mcad.edu to arrange a meeting. The consultant is generally only on-campus one day a week. *Students are welcome to reach out to discuss any health and safety concerns.*

The Environmental Health and Safety consultant will also be happy to assist you in respirator fit testing and the selection of an appropriate respirator.

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